Workforce Transition Planning

Preparing for Employee Transition

Workforce Transition Plan Presentation Agenda

- BEACON Project Overview
- Agency Manager/Supervisor Role for Employee Transition
- Manager/Supervisor Collateral
- Employee Transition Conversations
- Upcoming BEACON Project Training Activities
- Next Steps

Purpose of Workforce Transition Planning

What?

- Prepare you to discuss role changes and training with your employees

Who?

- Managers and supervisors of HR and payroll employees who will be frequent users of the BEACON system

Why?

- Provide information on key upcoming events
- Eliminate surprises & rumors
- Enable employees to transition to new roles
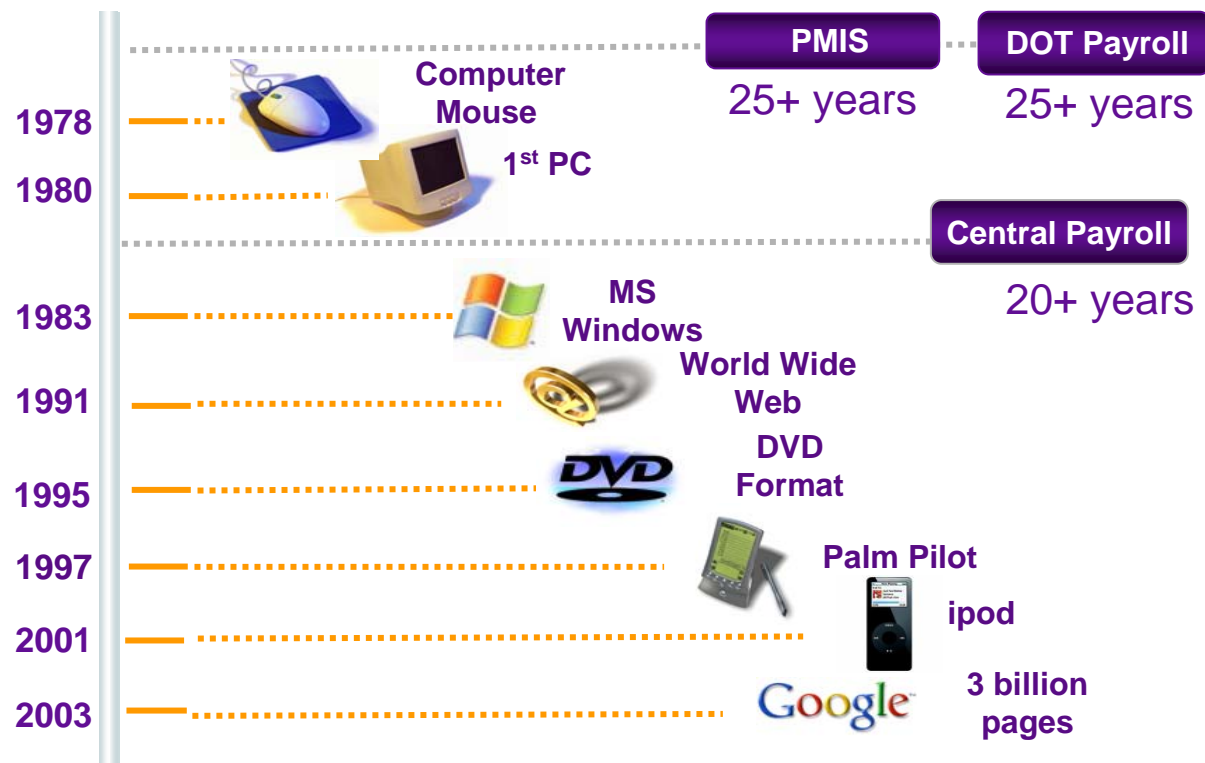
BEACON Project Overview

- **BEACON is an acronym for – Building Enterprise Access for North Carolina's Core Operation Needs**

- This collaborative effort is designed to transform the way the State conducts business by **modernizing and standardizing key business processes.**

- The first initiative in the BEACON Program is focused on **human resources and payroll.** Once implemented, the BEACON HR/Payroll system will:
  - **Increase operational efficiency**
  - **Improve access to information**

Why is BEACON Needed Now?

The State's current core business operations are conducted on antiquated legacy systems that:
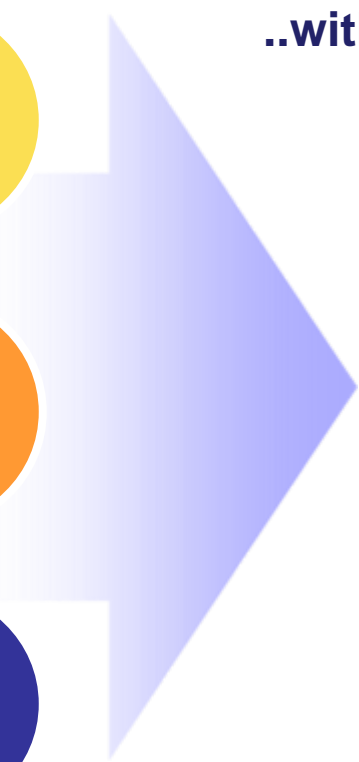
- Are more than 25 years old

- Are difficult to maintain and support

- Rely on outdated technology

- Are at risk of failure due to old age and loss of vendor support

- Are supported by a workforce that is rapidly reaching retirement age

PMIS — 25+ years

DOT Payroll — 25+ years

Central Payroll — 20+ years

Year	Technology
1978	Computer Mouse
1980	1st PC
1983	MS Windows
1991	World Wide Web
1995	DVD Format
1997	Palm Pilot
2001	ipod
2003	Google — 3 billion pages

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What Is The BEACON Project About?

Replacing 3 Systems...

..with 1 HR/Payroll System

PMIS

Central Payroll

DOT Payroll

SAP R/3

& Web Portal Access

Employee Self Service

Manager Self Service

Deployment Group II Agencies (April 2008)

Agency	Core	ESS	Temp
Administrative Office of the Courts (includes timekeepers)	435	5,863	119
Dept. of Agriculture	105	1,260	172
Dept. of Commerce	41	739	20
Dept. of Crime Control & Public Safety	51	2,687	99
Dept. of Cultural Resources	51	749	286
Dept. of Environ. & Natural Resources	94	3,557	>310
Dept. of Insurance	11	386	3
Dept. of Justice	76	1,198	53
Dept. of Juvenile Justice	51	1,752	94
Dept. of Labor	13	405	7
Dept. of Public Instruction	21	527	74
Office of Secretary of State	6	159	1

Agency	Core	ESS	Temp
Dept. of State Treasurer	18	313	22
Dept. of Health & Human Services (includes timekeepers)	553	18,008	1,084
Employment Security Commission	28	1,883	302
General Assembly/Fiscal Research	36	-	-
NC Education Lottery Commission	9	144	16
NC Community College System	16	175	4
NC School of Science & Math	7	220	-
Office of Administrative Hearings	3	39	12
Office of State Auditor	5	178	2
State Health Plan	4	43	0
Wildlife Resources Commission	50	654	48
Totals	**1,684**	**40,939**	**2,728**
Total Employees in Rollout			**45,351**

*Note: Numbers are estimated and subject to change

Manager/Supervisor Collateral

- Managers/Supervisors will receive materials to help facilitate the conversations with employees

- Collateral includes:
  - Copy of the Workforce Transition Planning presentation
    - Provides manager/supervisor with the information they will need to prepare for the employee conversation
  - Agency-specific Individual Transition Plans (ITPs)
    - Provides a list and description of the SAP roles assigned and the training required for each employee. There will be one ITP for each impacted employee
  - *Manager/Supervisor Conversation Guidelines*
    - Provides tips and suggestions to assist the manager/supervisor with appropriate dialog to use in the conversations with employees

Individual Transition Plans (ITPs)

- What are Individual Transition Plans (ITPs)?
  - A report for each employee that lists the SAP roles that each agency mapped to that employee
  - Lists the training courses that the employee will need to take
  - ITPs are to be used as a guideline for the employees. The final plan is the training schedule they will receive from the BEACON Training Team

- The ITPs will provide the following information:
  - SAP role descriptions
  - Course titles
  - Delivery method
    - Web-based training (WBT), Instructor Led Training (ILT)
  - Duration
  - Total estimated training hours

BEACON

Individual Transition Plan

Name: Beacon, A

Agency: DOC

Position Number: 455040080062981

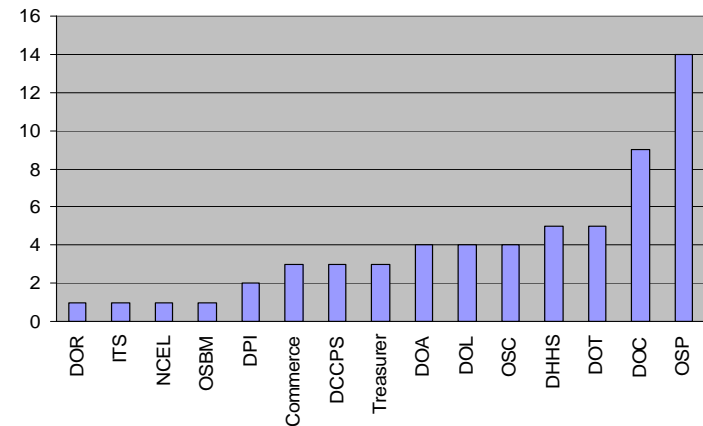| Role Name	Role Description
• Display Time	The Display Time role has the ability to display time entered, leave, vacation, work schedules for employees.
• Time Administrator	The Time Administrator role is responsible for entering time for employees without Employee Self Service (ESS), time evaluation, review of time evaluation results, requesting configuration changes in regards to SAP, and supporting the management of substitutions and on-calls. This role also has the ability to make corrections on timesheets that have already been approved.

Training Courses

Course Code	Course Title	Delivery Method	Duration (hrs)
BC 100	Beacon Overview	WBT	1
BC 110	SAP Basic Navigation	WBT	2
TM 200	Time Management Overview	ILT	2
TM 300	Time Administration	ILT	8
		Total Estimated Training Hours::	**13**

Upcoming Training Activities

Training Overview

➢The courses for each user will be:

– Role-based, building on prerequisites

– Selected, based on roles from 39 total courses

– Hands-on learning experiences

– Delivered using the following methods:

   ✓ Instructor-led (ILT)

   ✓ Computer-based (CBT)

   ✓ Virtual classroom

➢The BEACON deployment process focuses on two (2) user groups:

   ✓ Core Users: HR/Payroll

   ✓ Non-core Users

➢Deployment focuses on the following areas:

– Matching users with appropriate training

– Scheduling and inviting participants to training events

➢Agencies' personnel are delivering training:

–Conducting the courses

–Evaluating the courses

–Supporting the users after the training

Training Resources provided by Agency

Bar chart showing Training Resources provided by Agency. Vertical axis from 0 to 16. Agencies (left to right): DOR (1), ITS (1), NCEL (1), OSBM (1), DPI (2), Commerce (3), DCCPS (3), Treasurer (3), DOA (4), DOL (4), OSC (4), DHHS (5), DOT (5), DOC (9), OSP (14).

Training Key Dates

- <u>Mid-November</u> - BEACON Training Team will send out training schedules to each employee via Learning Management System (LMS)

- <u>November 9th</u> - Managers/supervisors must have their Employee Transition conversations completed

- <u>December thru March</u> - Employees will attend training; once training has been completed, employees will be given access to the BEACON system

Training Sites

- Five (5) regions have been defined across the state. Each region will have more than one room identified to support training delivery.

- Additionally, training facilities will be used as Practice and Transition Centers during go-live to support end users.
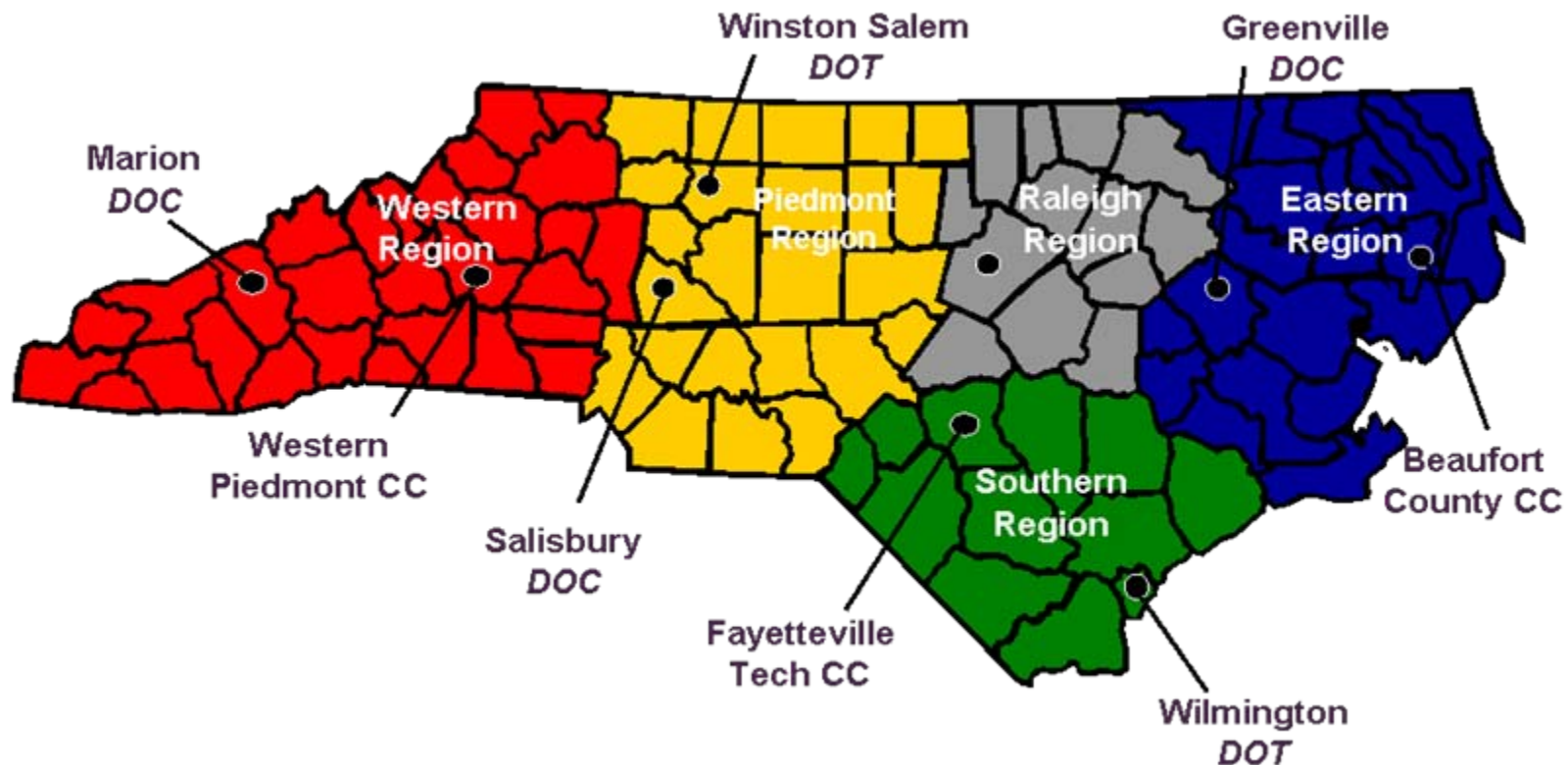
Next Steps

Next Steps

- Your agency HR Director may send an email to core users informing them of the upcoming WFT events:
  - If you have questions or concerns about the communication that will be sent out, contact your agency HR Director

- Schedule Employee Transition conversations with your employees as soon as you receive the ITPs from your agency HR Director and/or Change Agent

- Contact the HR Director or Change Agent and confirm your manager to employee conversations have been completed

Additional BEACON Information

- Refer agency employees to the BEACON website at www.beacon.nc.gov if they want to receive project updates; other information provided on the BEACON Project website includes:
  - Project timeline of activities
  - Project calendar of meetings and events
  - Link to subscribe to BEACON electronic newsletter
  - Link to send email questions to the BEACON Project Team – BEACON@ncosc.net

Questions?